

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-445

For: State and County Offices

Training for Electronic Loan Deficiency Payment (e-LDP) Beta Test Sites

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

PSD plans to begin the 2nd e-LDP Beta test in 50 County Offices in January 2003.

B

Purpose

This notice provides the following:

- the schedule for the Beta test training session
- information about hotel accommodations and transportation
- travel authorization information for attendees from each State.

2 Beta Test Training Schedule and Participants

A

**Location and
Dates**

The e-LDP Beta test training session will:

- begin Tuesday, December 3, 2002, at 8:30 a.m.
- end Thursday, December 5, 2002, at 3:30 p.m.
- be held at the USDA complex in Kansas City, Missouri.

B

Participants

Selected State and County Offices are authorized to send **1** participant from **each** State Office and **1** participant from **each** County Office.

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Disposal Date

January 1, 2004

Distribution

State Offices; State Offices relay to County Offices

2 Beta Test Training Schedule and Participants (Continued)

C

Beta 2 Test Participants

Each of the 50 States will have a County Office participating in the 2nd e-LDP Beta test. The original 21 County Offices from the 1st Beta test are participating, and an additional 29 County Offices have been selected from States not included in the 1st Beta test.

3 Hotel and Travel Information

A

Hotel Information

Participants shall make their own reservations directly with the following:

The Four Points By Sheraton Kansas City
One East 45th Street
Kansas City, MO 64111.

Reservations must be made **no later than November 22, 2002**. The hotel telephone number is 1-816-753-7400. Attendees shall identify themselves as participants of the “**USDA/e-LDP Training**” room block.

The daily room rate is \$85 (sales tax is exempt) for a single room and must be guaranteed for late arrival (after 6 p.m.) by using a credit card. A **\$30** early checkout fee will be assessed to all rooms vacated before the checkout date given on the day of arrival. Any cancellation must be made at least 72 hours before arrival, and the cancellation number must be obtained, or the participant will be responsible for 1 night lodging.

B

Per Diem and Travel Authorization

The per diem rate for Kansas City, Missouri is \$131 a day (\$85 for lodging and \$46 for M&IE).

Each State and County Office employee attending must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. **This notice does not constitute an approved travel authorization.**

Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds.

Participants shall make their own travel arrangements as soon as possible. Departing flights **shall not** be scheduled before 7 p.m. CST on Thursday, December 5, 2002.

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3 Hotel and Travel Information (Continued)

C

Transportation From Airport to Hotel

This table lists the transportation information from the airport to the hotel.

| Service | Cost | Additional Information |
|-----------------------------|----------------------------------|--|
| KCI Shuttle | \$15 one-way and \$25 round trip | The KCI Shuttle provides service from the airport to The Four Points By Sheraton Kansas City for \$15 one-way and \$25 round trip. Participants may purchase a ticket for the shuttle by doing either of the following: <ul style="list-style-type: none">dialing “5000” on any white airport courtesy telephonepurchasing a ticket at the KCI Shuttle ticket counter located in the baggage claim areas. |
| Quicksilver Airport Service | \$23.50 one-way | Make reservations 24 hours in advance by calling 913-262-0905 or 800-888-8294. |

D

Training Location Information

This table lists information about the training location.

| | |
|--|--|
| Training location | The training will be held at: The Beacon Building 6501 Beacon Drive Kansas City, MO 64133. |
| ID Badges | All trainees must wear their government ID badges to enter the building. Any employee without a badge must present a picture ID. |
| Transportation to and from the training sessions | Transportation will be provided to the training sessions. The bus schedule is as follows: <ul style="list-style-type: none">December 3, 4, and 5 8 a.m. from hotel to training siteDecember 3 and 4 4 p.m. from training site to hotelDecember 5 4 p.m. from training site to airport or hotel. |

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3 Hotel and Travel Information (Continued)

E

Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact KCAO at 816-926-6517 or TDD at 800-735-2966.

4 Action

A

State Office and Participant Action

State Offices and participants shall take the following actions:

- **by COB November 22, 2002**, participants shall register directly with The Four Points By Sheraton Kansas City
 - if a participant needs special accommodations, notify the hotel and airline directly.
-

B

State Office Training Documentation

Participants of:

- **non-Combined Administrative Management System (CAMS) States** shall complete SF-182 according to 6-PM
- **CAMS States** shall:
 - select training session course number 020047 from the CAMS Training Course Catalog
 - go to the CAMS website, select “Training”, and select “Request Course Session” to make a “request to” attend this training.

Notes: Once the training is requested in CAMS, the participant’s training request will flow into the supervisor, the State Training Officer, for approval. After approval, the training will flow into HRD, Training and Development Branch for processing.

Direct questions about processing to Tom Montgomery or Joe Hoffman at 202-418-9041.
